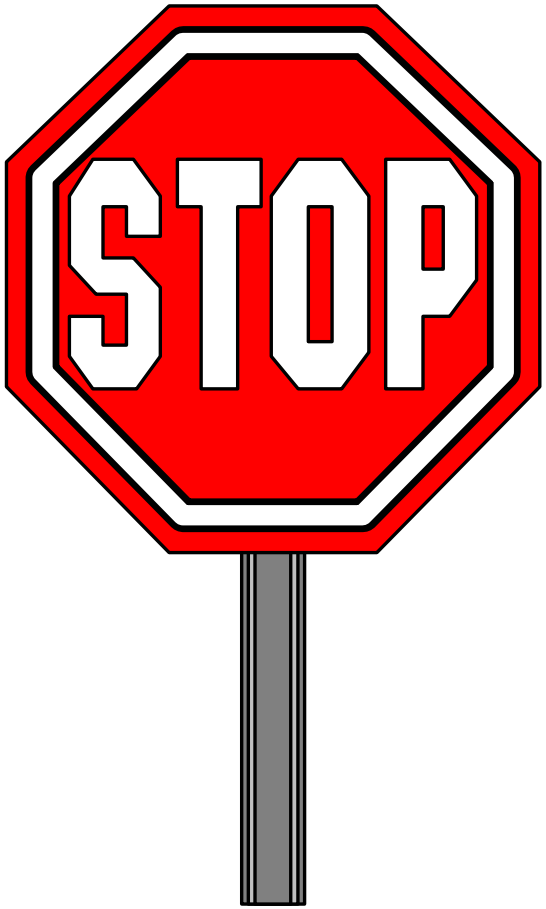
460th Logistics Squadron - Contracting

Service - Excellence

How to Download Contracts From the Internet

Navy Air Force Interface (NAFI) to the DoD Electronic Document Access (DEDA)

History



- DoD Goal of going paperless by 2000
  - Missed goal; AF at 61%
  - Extension to 2001
- PACAF/LGC letter dated 27 Jan 00
  - Dictates no more paper copies to customers by 1 June

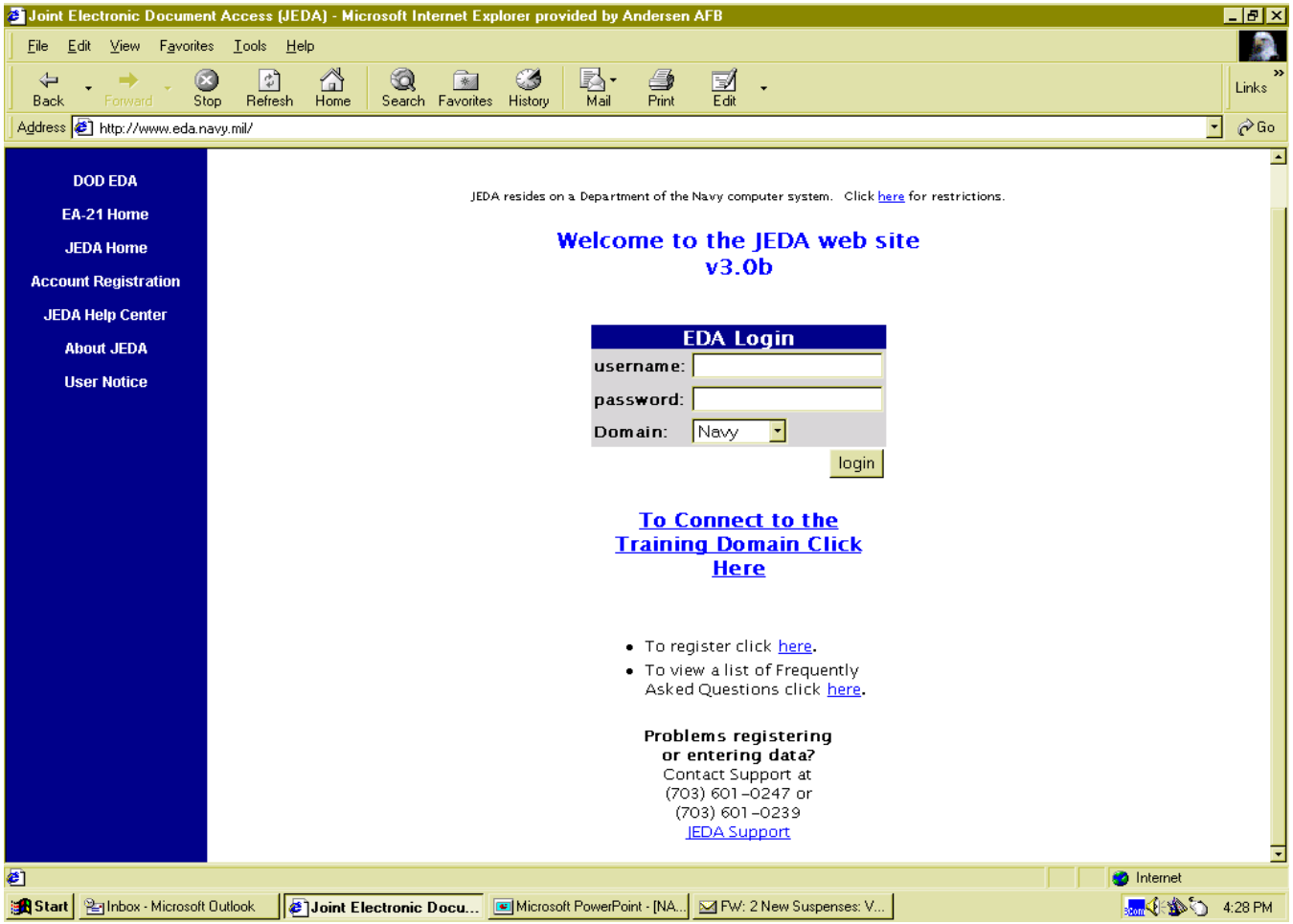
So… where do I get contract copies?

- Contracts are uploaded by CONS to the Navy Air Force Interface DoD Electronic Document Access (NAFI-DEDA) website (www.nafi.navy.mil)
- Registered users may download contracts at their leisure

Training today consists of…

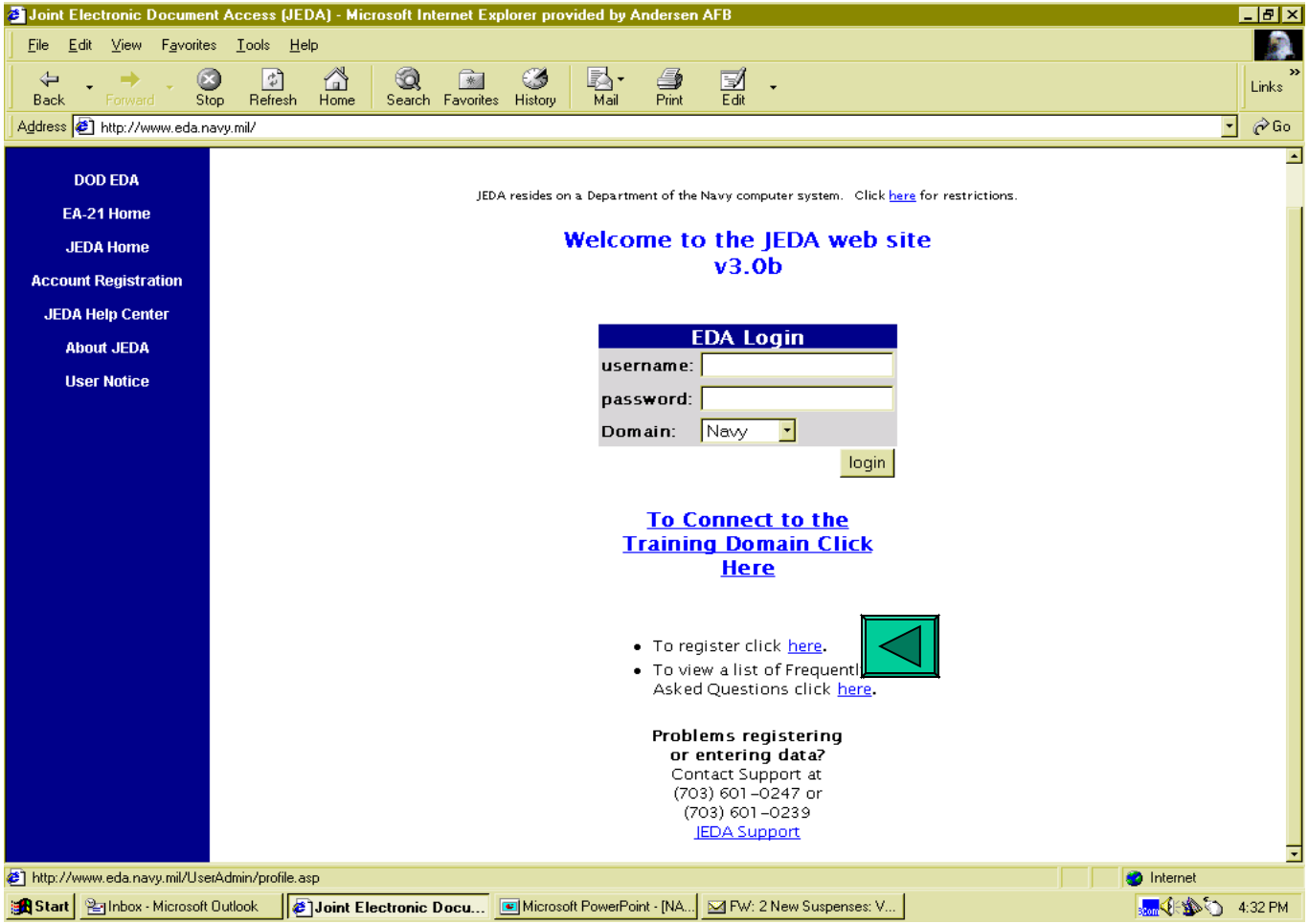
- Checking out the NAFI-DEDA website
- Going through the steps of registering as a new user
- Locating where contracts are stored within the website
- Figuring out how to download them for your use

Let's get started!



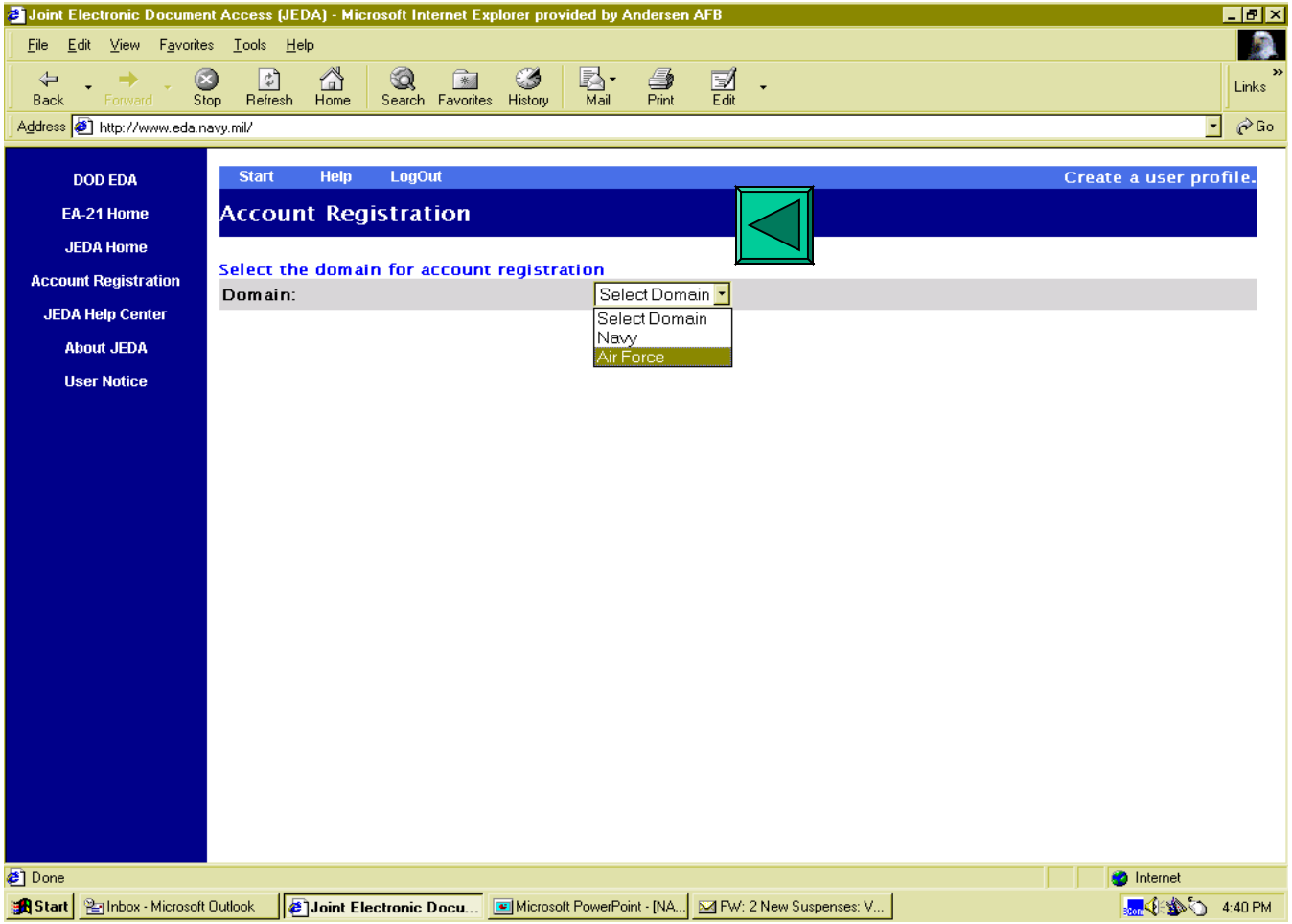
Go to www.nafi.navy.mil

First things first… register!



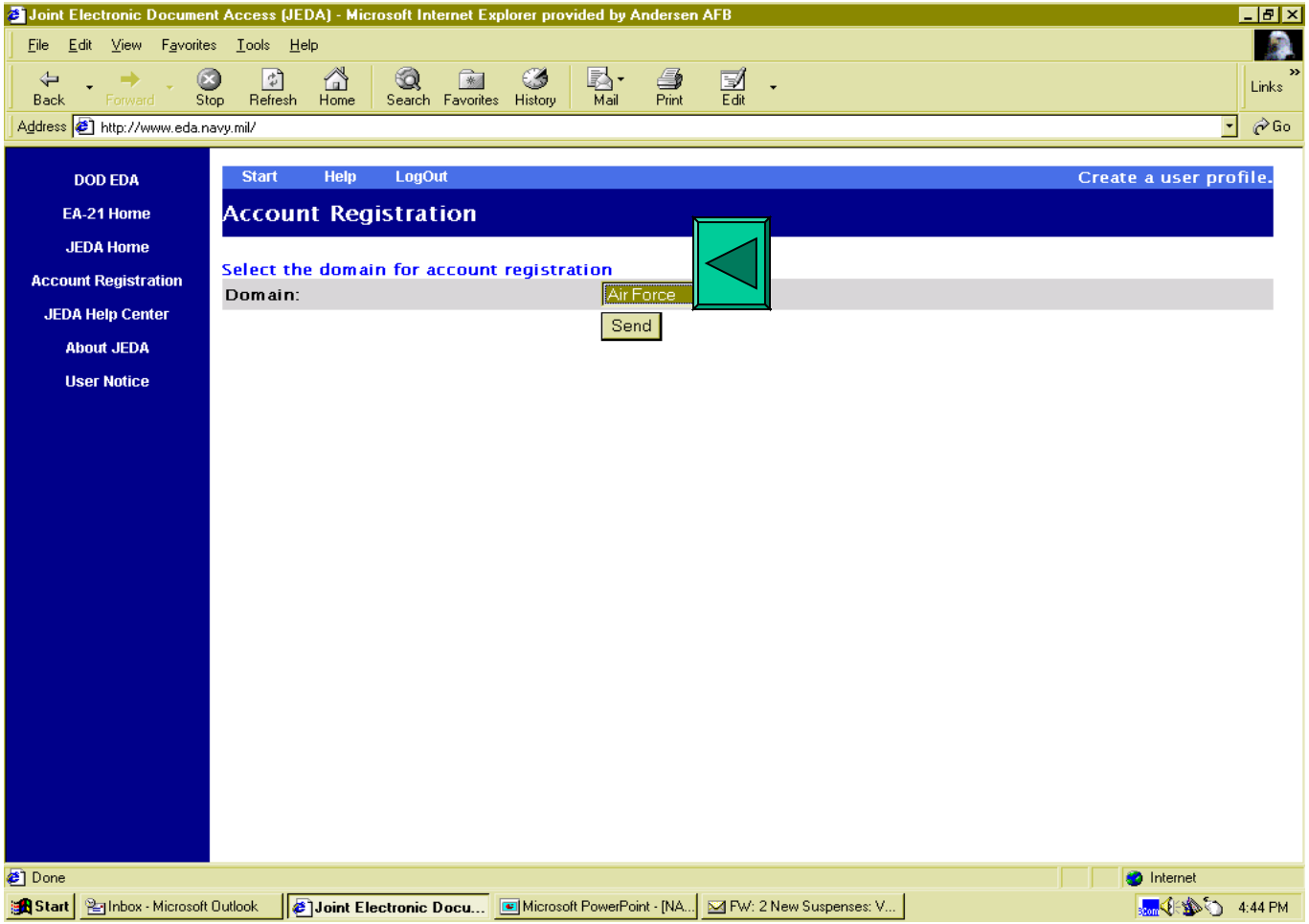
New users need to click the link above

Registering…



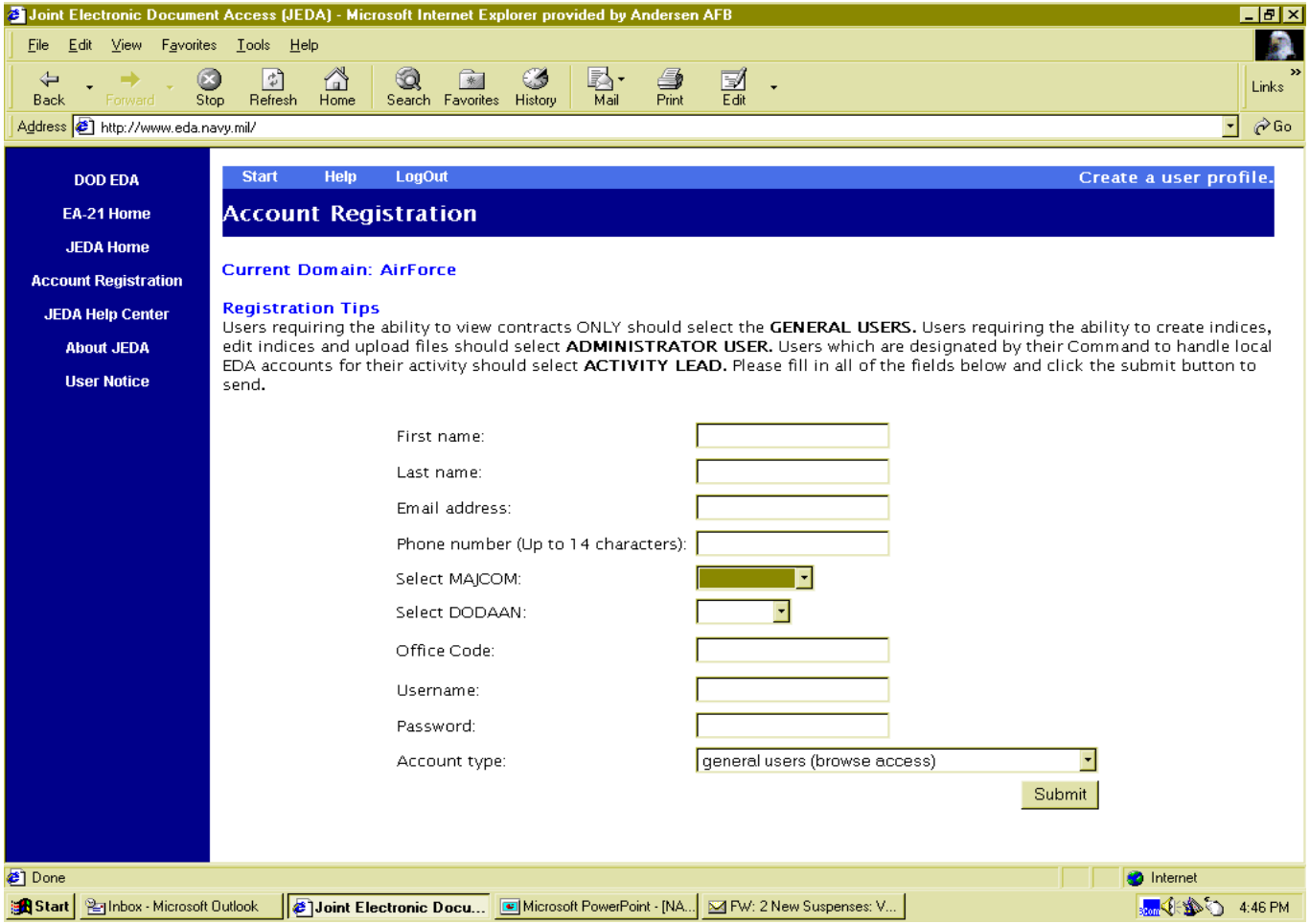
Select ‘Air Force’ from the pull-down menu

Registering…



Click ‘Send’

Registering…


Joint Electronic Document Access (JEDA) - Microsoft Internet Explorer provided by Andersen AFB
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Address http://www.eda.navy.mil/
DOD EDA
EA-21 Home
JEDA Home
Account Registration
JEDA Help Center
About JEDA
User Notice
Start Help LogOut
Create a user profile.
Account Registration
Current Domain: AirForce
Registration Tips
Users requiring the ability to view contracts ONLY should select the GENERAL USERS. Users requiring the ability to create indices, edit indices and upload files should select ADMINISTRATOR USER. Users which are designated by their Command to handle local EDA accounts for their activity should select ACTIVITY LEAD. Please fill in all of the fields below and click the submit button to send.
First name:
Last name:
Email address:
Phone number (Up to 14 characters):
Select MAJCOM:
Select DODAAN:
Office Code:
Username:
Password:
Account type:
general users (browse access)
Submit
Done
Internet
Start
Inbox - Microsoft Outlook
Joint Electronic Docu...
Microsoft PowerPoint - [NA...
FW: 2 New Suspenses: V...
4:46 PM

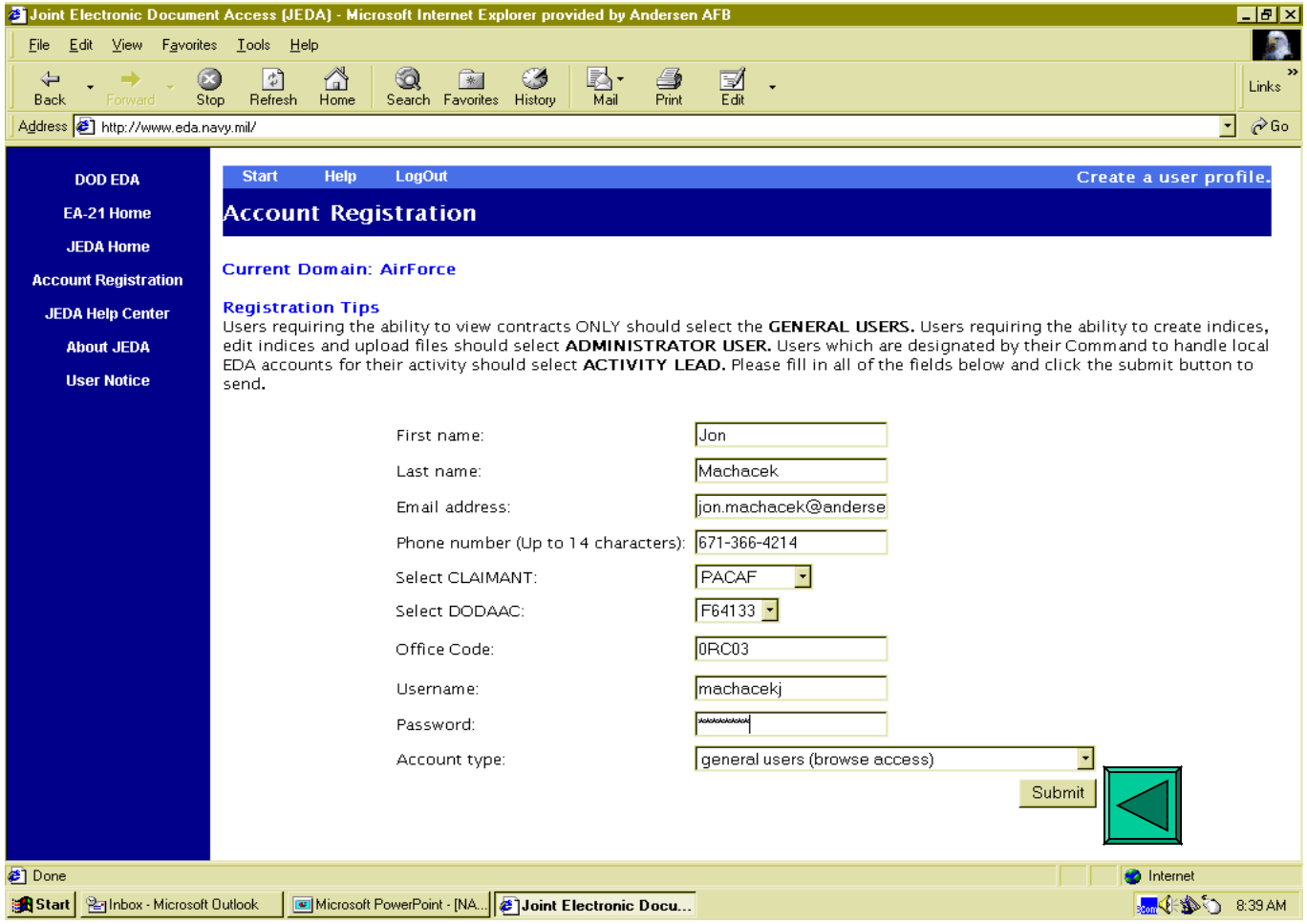
Enter the info as appropriate…

Registering…

Keep in mind that -

- **MAJCOM: AFSPC**
- **DODAAN:**
- **OFFICE CODE: (use zeros, not O's)**
- **USERNAME: Last name, first initial**
- ** (machacekj, if your name is Jon Machacek)**
- **PASSWORD: You decide…just make sure you remember it!**
- **ACCOUNT TYPE: General User (Browse access only)**
- **Enter the info as appropriate…**

Registering…


Joint Electronic Document Access (JEDA) - Microsoft Internet Explorer provided by Andersen AFB
File Edit View Favorites Tools Help
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Address http://www.eda.navy.mil/
Go
DOD EDA
EA-21 Home
JEDA Home
Account Registration
JEDA Help Center
About JEDA
User Notice
Start Help LogOut Create a user profile.
Account Registration
Current Domain: AirForce
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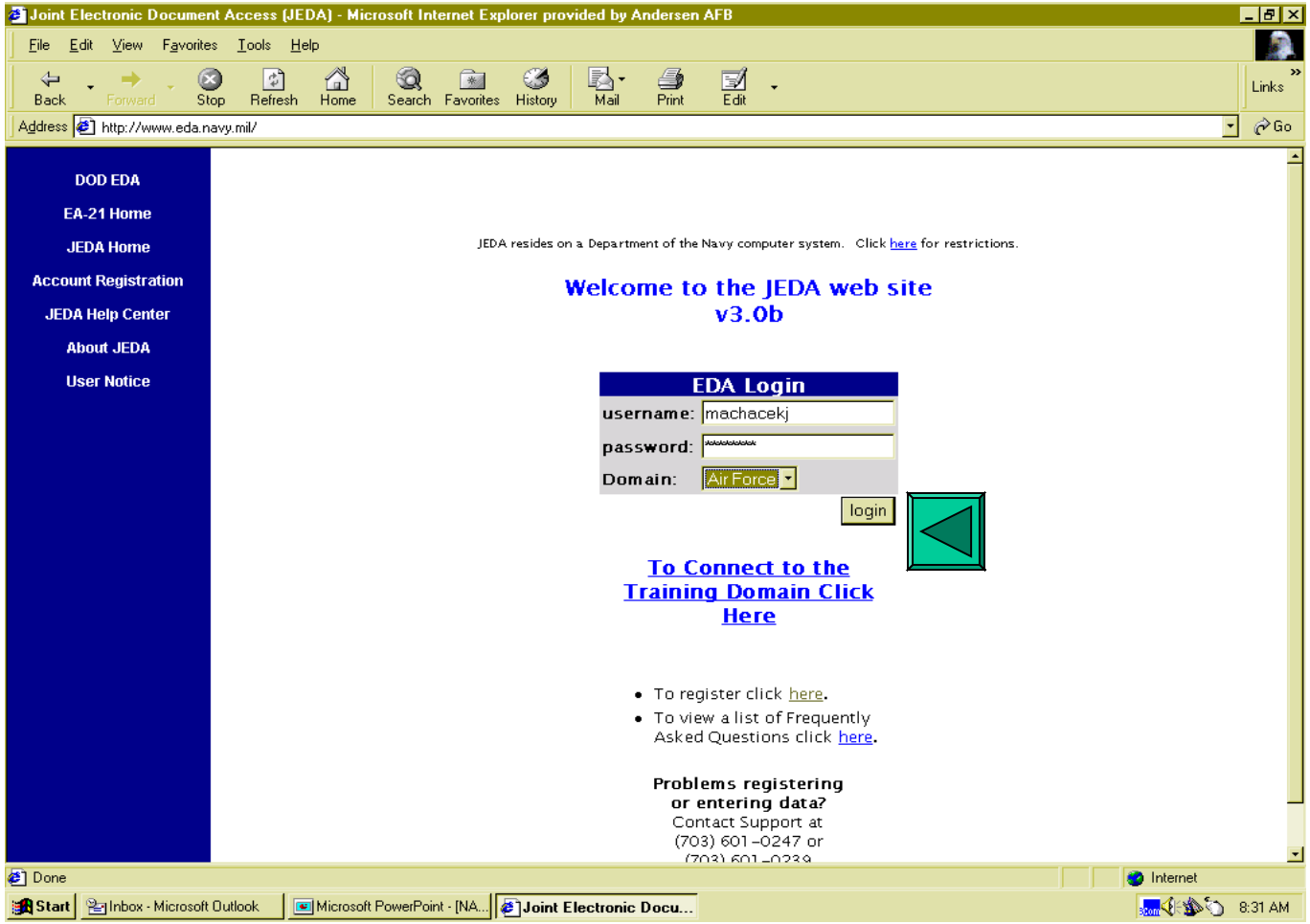
First name: Jon
Last name: Machacek
Email address: jon.machacek@anderse
Phone number (Up to 14 characters): 671-366-4214
Select CLAIMANT: PACAF
Select DODAAC: F64133
Office Code: 0RC03
Username: machacekj
Password:
Account type: general users (browse access)
Submit
Done
Internet
Start
Inbox - Microsoft Outlook
Microsoft PowerPoint - [NA...
Joint Electronic Docu...
8:39 AM

…and click ‘Submit’

Registering…

Upon submitting the information, you'll receive a message that your registration is pending, and that your registration will become active in 2-3 days. If registration is needed sooner, contact the CONS Plans & Programs.

Downloading…



Login, ensuring that ‘Domain’ is Air Force

Downloading…

Recent list of downloaded contracts is shown

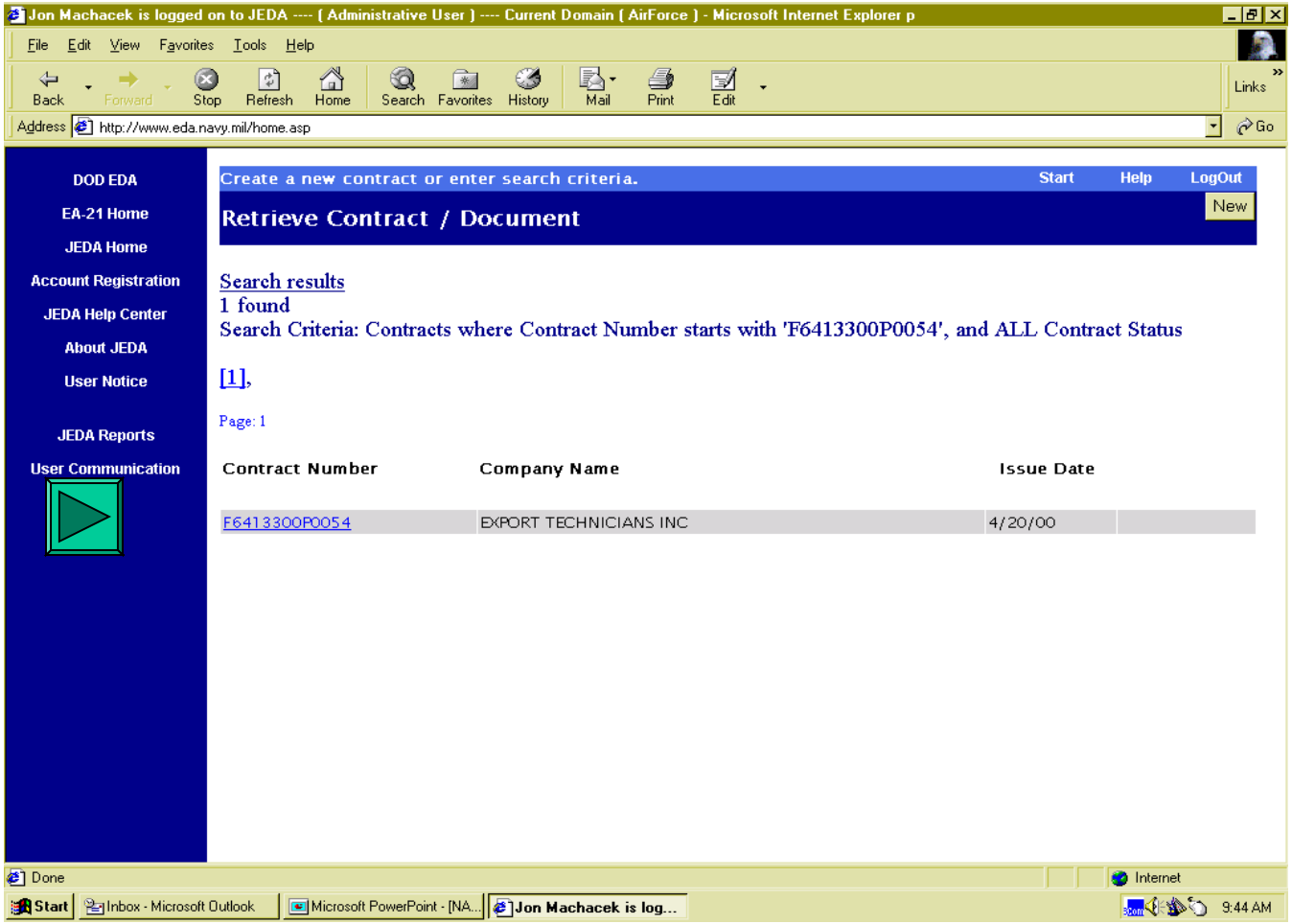
Downloading…

- When uploading contracts, CONS inputs the e-mail address of the customer…in that way, customers are notified by the system when a contract is available for download
- You can download contracts even if you don’t receive the e-mail notification (we’ll do that later)
- YOUR COMPUTER MUST HAVE ADOBE ACROBAT READER!!!!!!

Downloading…

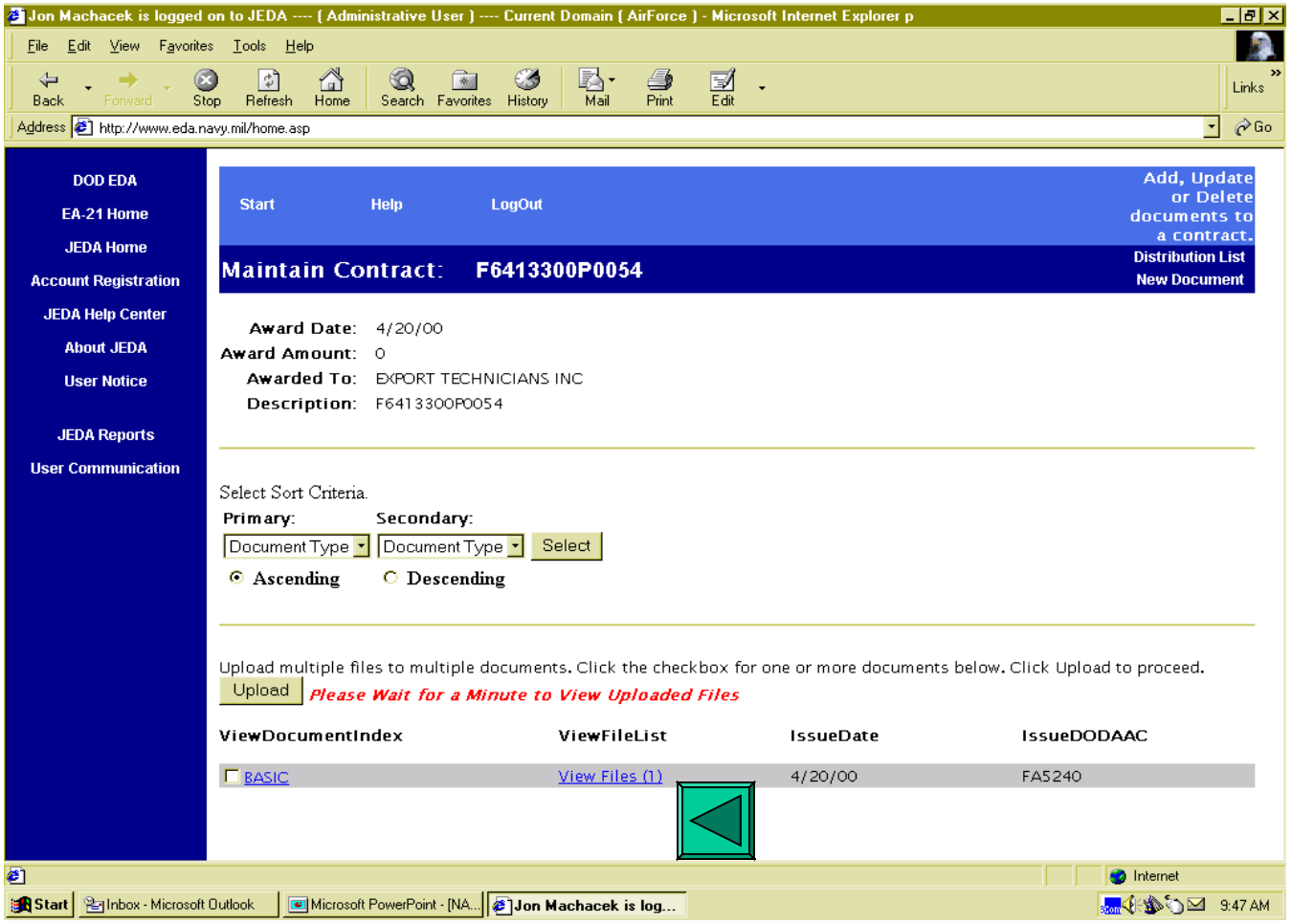
Enter contract number and click ‘Search’

Downloading...



Verify info and click the contract number

Downloading…


Jon Machacek is logged on to JEDA ---- (Administrative User) ---- Current Domain (AirForce) - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Links
Address http://www.eda.navy.mil/home.asp
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DOD EDA
EA-21 Home
JEDA Home
Account Registration
JEDA Help Center
About JEDA
User Notice
JEDA Reports
User Communication
Start Help LogOut
Add, Update or Delete documents to a contract.
Maintain Contract: F6413300P0054
Distribution List
New Document
Award Date: 4/20/00
Award Amount: 0
Awarded To: EXPORT TECHNICIANS INC
Description: F6413300P0054
Select Sort Criteria.
Primary: Secondary:
Document Type Document Type Select
Ascending Descending
Upload multiple files to multiple documents. Click the checkbox for one or more documents below. Click Upload to proceed.
Upload
Please Wait for a Minute to View Uploaded Files
ViewDocumentIndex ViewFileList IssueDate IssueDODAAC
BASIC View Files (1) 4/20/00 FA5240
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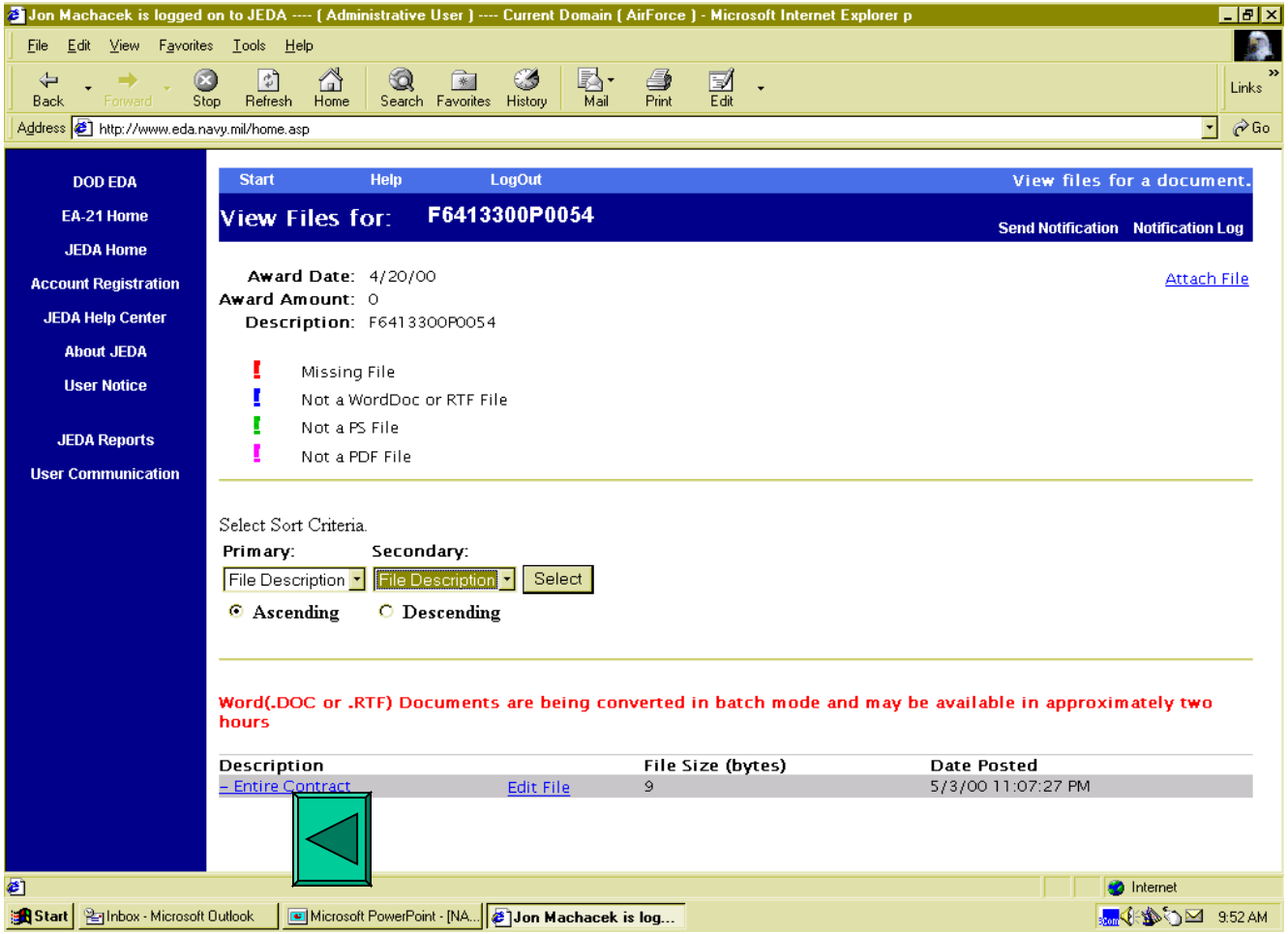
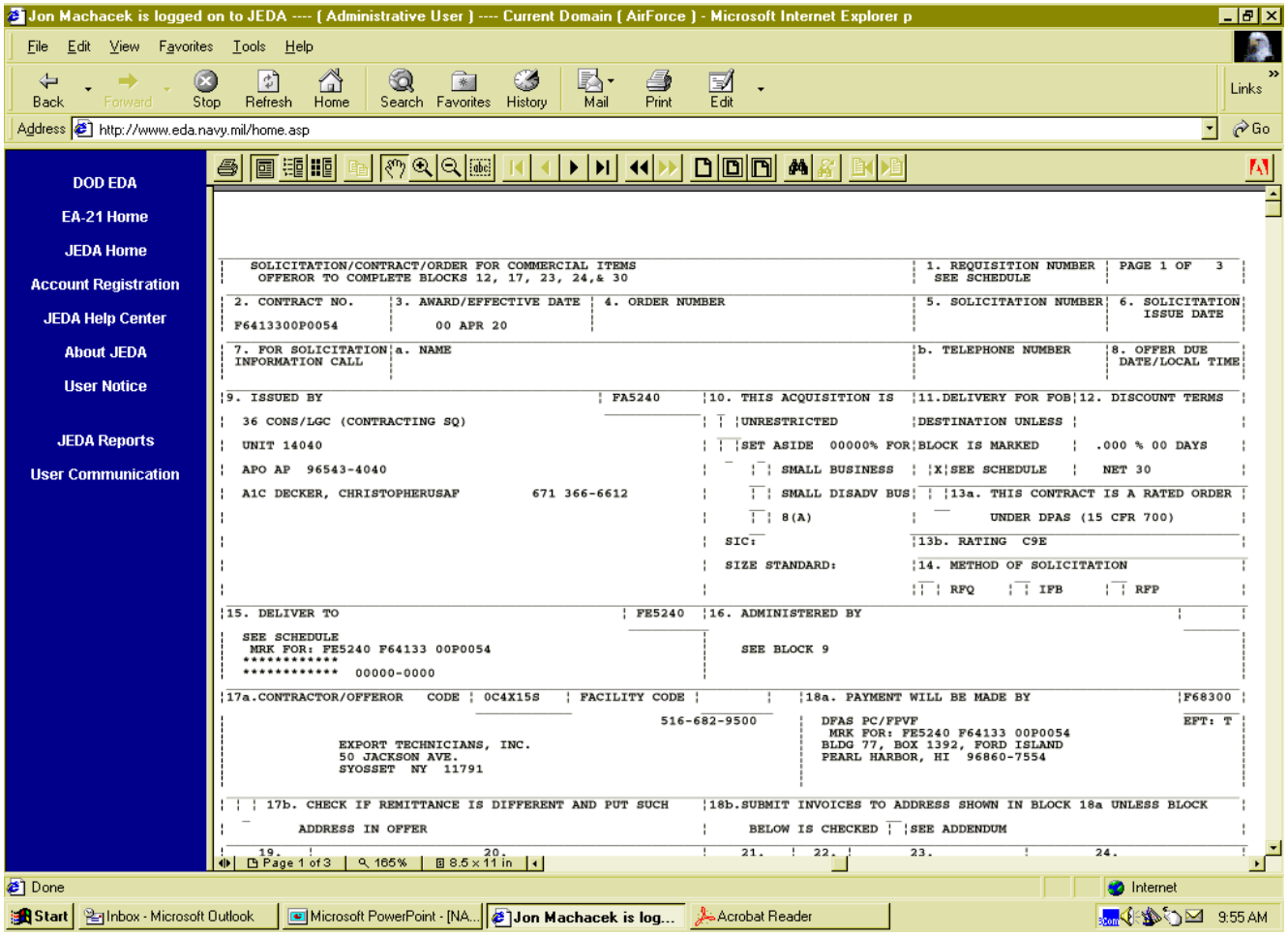
Click the ‘View Files’ link

Downloading…


Jon Machacek is logged on to JEDA ---- (Administrative User) ---- Current Domain (AirForce) - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Links
Address http://www.eda.navy.mil/home.asp
Go
DOD EDA
EA-21 Home
JEDA Home
Account Registration
JEDA Help Center
About JEDA
User Notice
JEDA Reports
User Communication
Start Help LogOut View files for a document.
View Files for: F6413300P0054
Send Notification Notification Log
Award Date: 4/20/00
Award Amount: 0
Description: F6413300P0054
Attach File
Missing File
Not a WordDoc or RTF File
Not a PS File
Not a PDF File
Select Sort Criteria.
Primary: Secondary:
File Description File Description Select
Ascending Descending
Word(.DOC or .RTF) Documents are being converted in batch mode and may be available in approximately two hours
Description File Size (bytes) Date Posted
– Entire Contract Edit File 9 5/3/00 11:07:27 PM
Internet
Start Inbox - Microsoft Outlook Microsoft PowerPoint - [NA... Jon Machacek is log... 9:52 AM

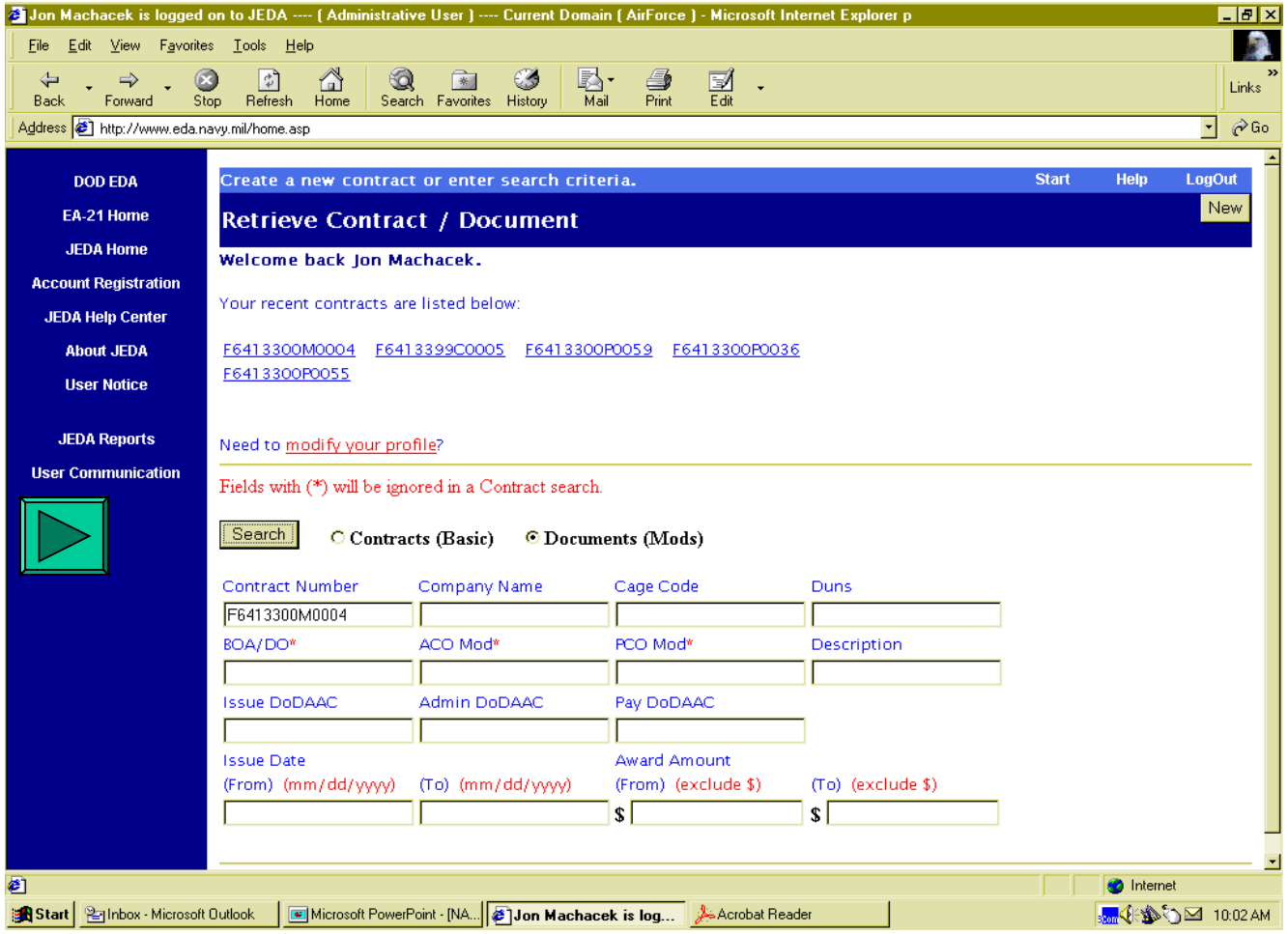
Click the ‘Entire Contract’ link

Downloading...



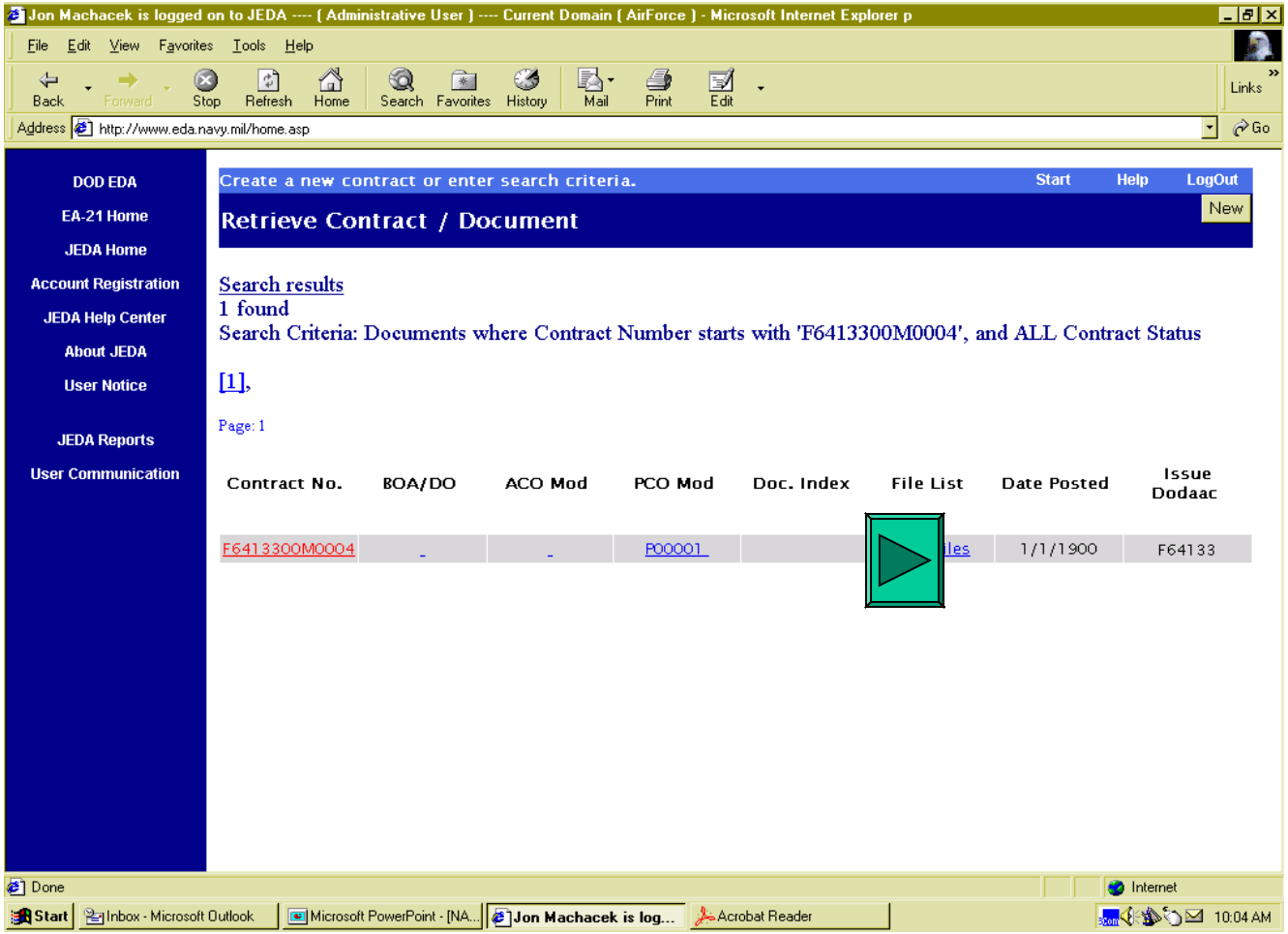
Contract is available for viewing

Special Situations - Mods



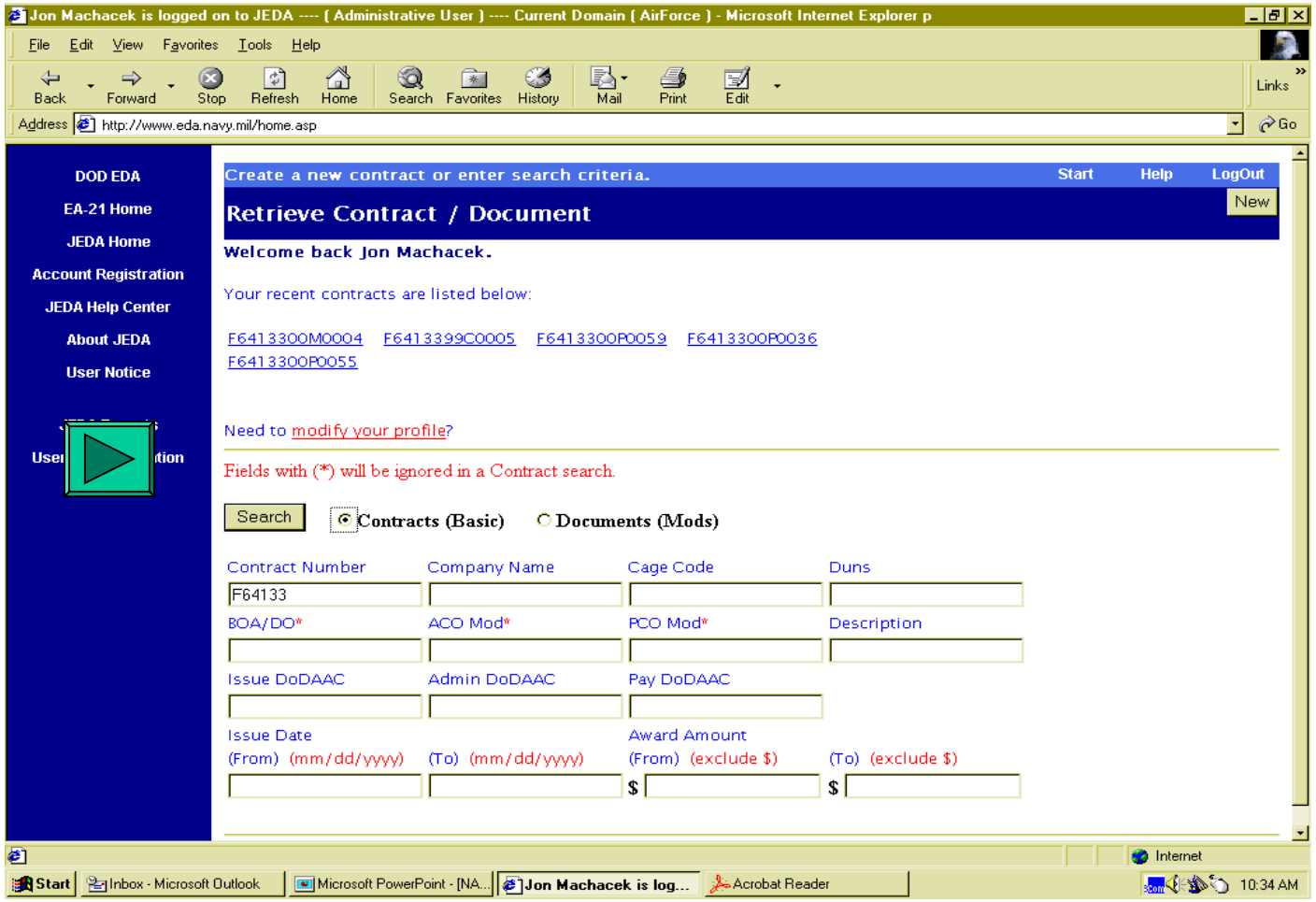
Search for modifications to contracts

Special Situations - Mods



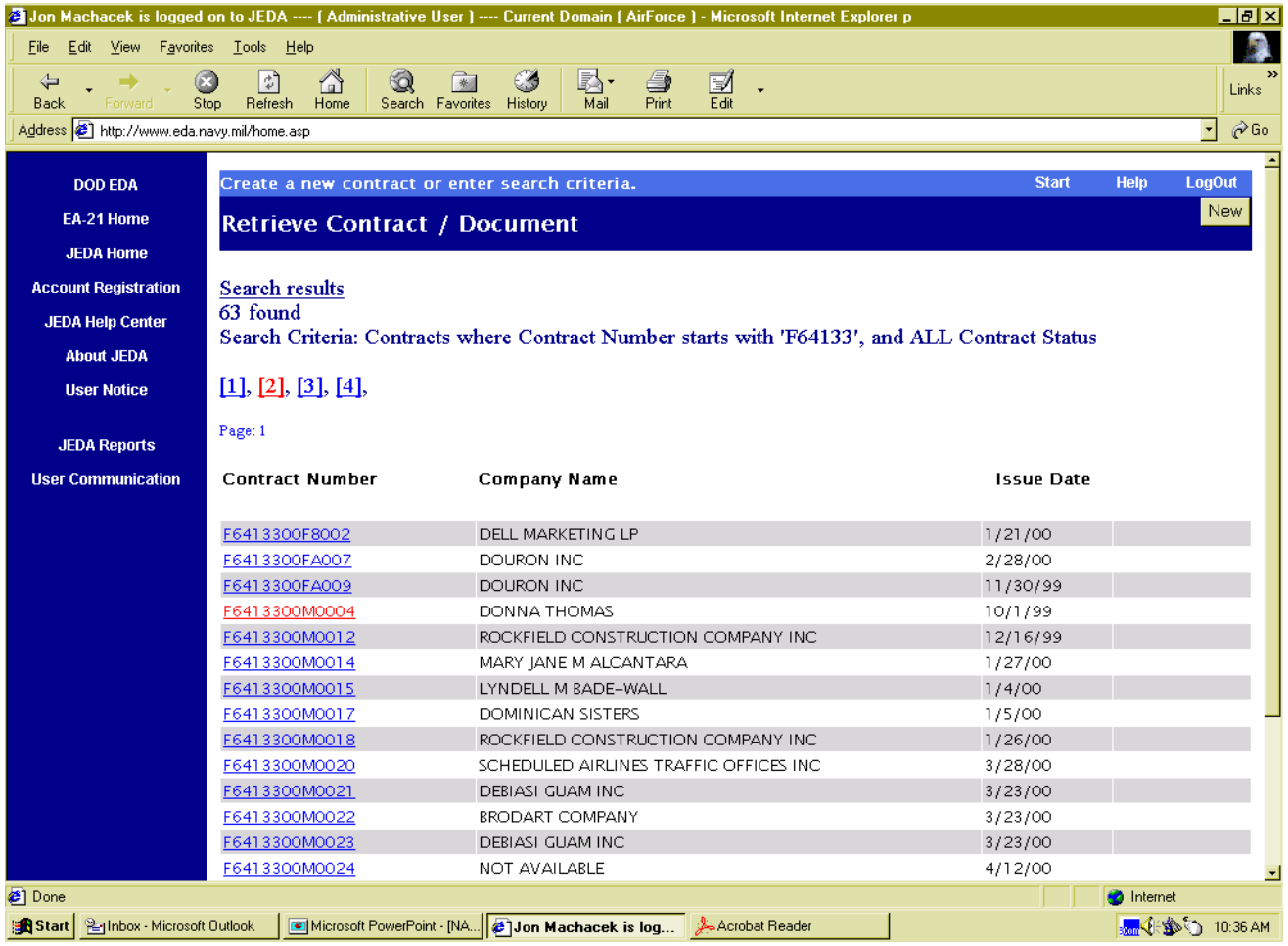
Click ‘View Files’ to see listing of mods

Special Situations - Search All



Input 'F64133' in the 'Contract Number' block and fill in any other parameters as necessary

Special Situations - Search All



Your 'Search Result' listing will appear

Questions?

NAFI-DEDA User's Guide is available at www.nafi.navy.mil/Help